Grants Online
Grant Recipient
Organization Profiles
May 2014

Topics

- **SLIDE 3:** **Flow of DUNS Number through Federal Grant Systems for NOAA, ITA, and MBDA Grants**

- **SLIDE 4:** **Why One DUNS per Organization?**

- **SLIDES 5-12:** **Enrolling in ASAP**

- **SLIDE 13:** **Changing other Organization Profile Information**

Federal Grants System DUNS Relationships
* An award must be linked to the SAME DUNS Number in all Federal Systems *

D&B Applicant Obtains DUNS from Dun and Bradstreet

SAM SYSTEM FOR AWARD MANAGEMENT

Applicant Registers in SAM with DUNS. Grants Online info is manually checked against the SAM record.

ASAP ID linked to **one** DUNS and Grant # (used to allow 2 DUNS)

ASAP.gov Automated Standard Application for Payments

ASAP ID

GRANTS.GOV℠ FIND. APPLY. SUCCEED.℠

Application (DUNS is entered on SF-424)

US Department of Commerce Business Systems (CBS)

Grants Online Org is linked to CBS Vendor which is linked to ASAP ID all using the DUNS Number

GRANT #, DUNS

GRANTS ONLINE INTERNATIONAL TRADE ADMINISTRATION MBDA

Application gets a Grant # and is linked to Grants Online Org by DUNS

GRANT #, DUNS

USASPENDING.GOV Government spending at your fingertips

Why <u>One</u> DUNS per Organization?

- **Federal Financial Assistance Transparency Act (FFATA)**

  - Prior to FFATA the EIN number was the key identifying number for a grant recipient's organization.

  - The FFATA required all grant recipients (with the exception of Individuals) to obtain DUNS numbers.

  - The FFATA required federal agencies to report data on grants using the grant recipient's DUNS number. The EIN is considered Personal/Business Identifiable Information (PII/BII) and cannot be used in data shared with the public.

- **ASAP Change to One ID**

  - Previously ASAP allowed 2 different ASAP IDs to be linked to a grant award:

    – Recipient ID: The department in the grant recipient's organization that is performing the work described in the grant award

    – Requestor ID: The department in the grant recipient's organization that is responsible for handling the financial transactions and business reporting for the grant award

    – Each ID could be associated with different DUNS numbers under the same EIN

  - ASAP phased out the use of 2 ASAP IDs and now only allows one ASAP ID per grant award.

- **System Interfaces**

  - As automation increases there are fewer points of human interaction in the flow of data from one system to another; therefore, there is reduced opportunity to manually correct mistakes during the processing of a grant award

  - System interfaces rely on accurate and precise data in order to correctly process transactions and move them from one system to another.

ASAP Enrollment Process (NOAA)

Organization Profile Change Request

Organization: Institute for Community Managed Resources (ICMR) (2002469)
Request ID: 2245527

Profile Field	Current Value	Requested Change
Legal Name or DBA	Institute for Community Managed Resources (ICMR)	
Physical Address		
Street Address	123 Main Street	
City	Washington	
State	DC - District of Columbia	
Zip/Postal Code	20000	
Country	USA - United States	
Phone	301-555-1212	
Mailing Address		
Mailing Name	ICMR	
Street Address	123 Main Street	
City	Washington	
State	DC - District of Columbia	
Zip/Postal Code	20000	
Country	USA - United States	
Business Identifiers		
EIN	98-7654321	
DUNS	123456789	
DUNS Plus4		
CAGE / NGAGE		
ASAP ID		Enroll in ASAP >>
Applicant Type	M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	
*Justification for Changes		

1. Click on the Awards tab in Grants Online.
2. On the left navigation menu click on Organization Profile Change Request.

To enroll in ASAP, start by clicking on the "Enroll in ASAP" hyperlink towards the bottom right of the screen under the data entry fields. See next several slides for subsequent steps.

ASAP Enrollment Process (NOAA)

ASAP Enrollment Request
Organization: Institute for Community Managed Resources (ICMR) (2002469)
Request ID: 2253308

Information for the Point of Contact who will work with the Grants Making Agency to complete the ASAP Enrollment for this organization.

Organization Profile

EIN/TIN#:	98-7654321
DUNS:	123456789
Name:	Institute for Community Managed Resources (ICMR)
Type:	M - Nonprofit with 501C3 IRS Status (Other than Institution c
Address:	123 Main Street Washington, DC 20000

Point of Contact

Name *
Title *
Email *
Phone Number *

📁 **Attachments:**

No attachments.

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance

Save   Save and Start Workflow   Cancel   Print

Organization Profile Change Request

Id: 2253307
Status: In Progress: RecipientAuthorizedRepresentativeActions - Not Started

Action: Please select an action ▼   **Submit**
Your Comments:
   Please select an action
   Forward To Agency
   Return Request to Initiator
   View/Edit Request
   Withdraw Request

0 / 4000   **Spell Check**

Save Comment

If the user who initiated the action is not an Authorized Representative the task will go to the Authorized Representative for submission to the Agency.

Fill in the Point of Contact information on the ASAP Enrollment Request Screen, then select the "Save and Start Workflow" button. On the next screen select the "Forward to Agency" option from the Action dropdown list and click the "Submit" button. This will send the ASAP Enrollment request to NOAA.

NOTE: *These Grants Online steps are also used to move non-ASAP awards to an already established ASAP account if the DUNS numbers are the same. No actual enrollment in ASAP is needed since the ASAP account already exists.*

ASAP Enrollment Process

After the data is entered into ASAP by the Agency Enrollment Initiator at NOAA, the Point of Contact at the Recipient Organization will receive an ASAP userid via e-mail and a password will be sent via the Post Office by Treasury.

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                          ┌─────────────────────────┐
                          │   Enrollment Initiator  │
                          └────────────┬────────────┘
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                                       ▼
                          ┌─────────────────────────┐
                          │     Point of Contact    │
                          └────────────┬────────────┘
                                       │
                                       ▼
                          ┌─────────────────────────┐
                          │   Head of Organization  │
                          └──────┬───────────┬──────┘
                          ┌──────┘           └──────┐
                          ▼                         ▼
         ┌─────────────────────────┐  ┌─────────────────────────┐
         │   Authorizing Official  │  │    Financial Official   │
         └─────────────────────────┘  └─────────────────────────┘
```
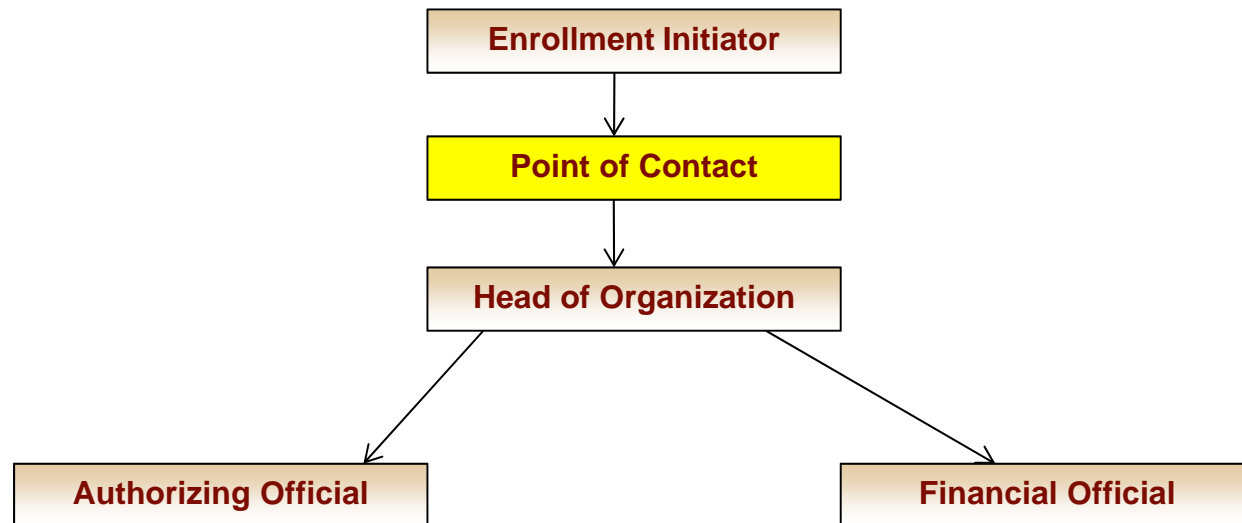
After receiving their ASAP userid and password, the Recipient Organization's Point of Contact logs into ASAP and verifies the DUNS, TIN, and official organization name entered by the Enrollment Initiator. *This data must match what is entered into the System for Award Management (SAM).*

The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.
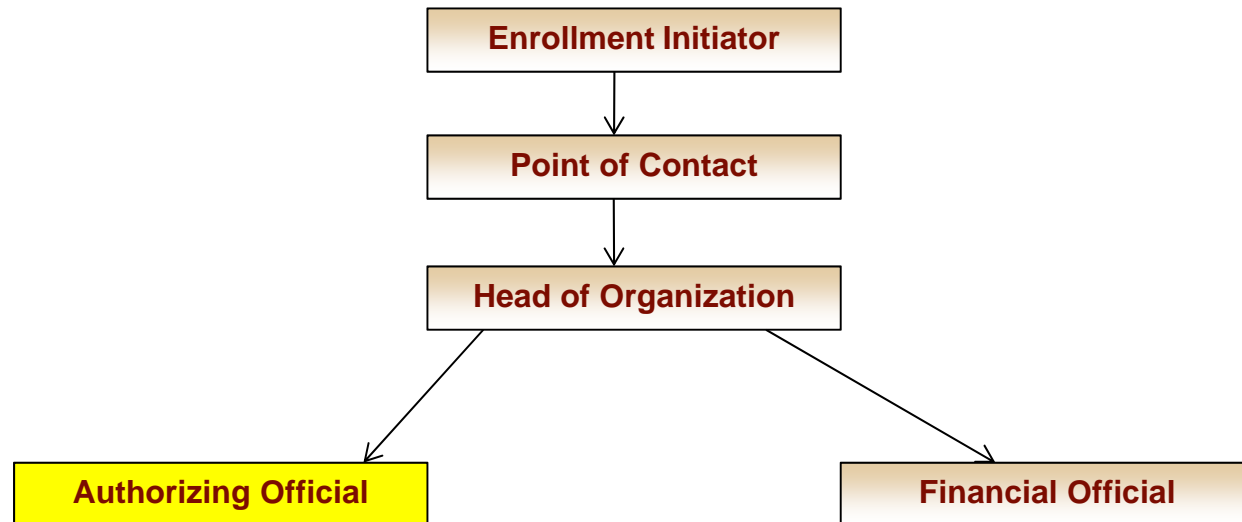
ASAP Enrollment Process

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┌─────────────────────────┐
│   Enrollment Initiator   │
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            │
            ▼
┌─────────────────────────┐
│    Point of Contact      │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Head of Organization   │
└─────────────────────────┘
        ╱           ╲
       ▼             ▼
┌──────────────┐  ┌──────────────┐
│ Authorizing  │  │  Financial   │
│  Official    │  │   Official   │
└──────────────┘  └──────────────┘
```
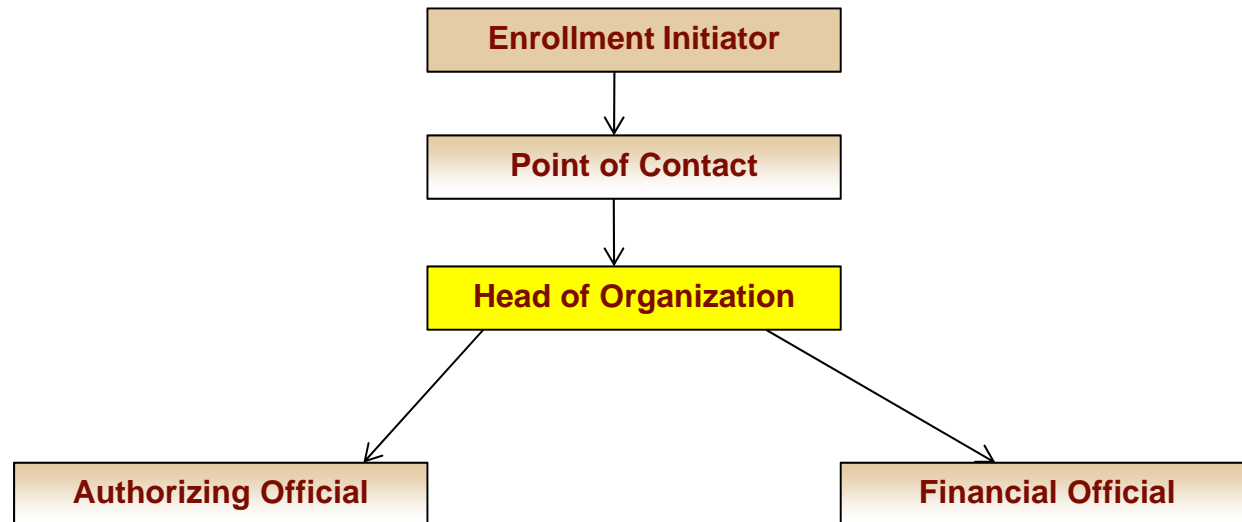
The next step in initiating the enrollment of a new Recipient Organization is for the Head of Organization to establish authority for the Organization to use ASAP and approve the Authorizing and Financial Officials identified by the Point of Contact. (Please note that each person will get an individual ASAP userid via e-mail and a password via the Post Office.)
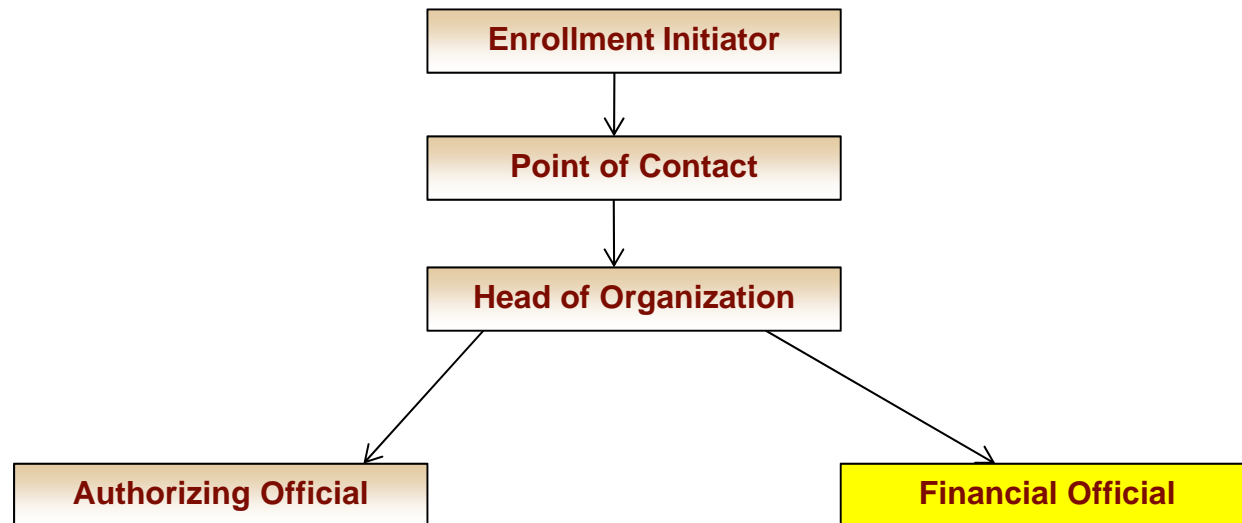
ASAP Enrollment Process

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        ┌─────────────────────┐
        │ Enrollment Initiator│
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                  ▼
        ┌─────────────────────┐
        │  Point of Contact   │
        └─────────────────────┘
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        ┌─────────────────────┐
        │ Head of Organization│
        └─────────────────────┘
           ╱              ╲
          ▼                ▼
┌──────────────────┐  ┌──────────────────┐
│Authorizing Official│ │ Financial Official│
└──────────────────┘  └──────────────────┘
```

Once the Authorizing Official is approved, the Recipient enters the organization's profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.

ASAP Enrollment Process

```
        Enrollment Initiator
               │
               ▼
         Point of Contact
               │
               ▼
       Head of Organization
          ╱          ╲
         ▼            ▼
  Authorizing Official    Financial Official
```

Once the Financial Official is approved, that person enters and maintains the banking information for the new ASAP organization. Organizations can have up to four (4) ACH and four (4) Fedwire accounts for a maximum of eight (8) accounts. After banking is identified, Treasury verifies the validity of the information, this process takes about 5 working days.

ASAP Enrollment Process

- **Recipients having problems with the Enrollment Process should call the ASAP Finance Branch:**

Central Time Zone – Kansas City 816-414-2100

Grants Online ASAP Contacts:

NOAA:	**Heather Cooper**	**301-628-1320**	**Heather.Cooper@noaa.gov**
	Halima Turner	**301-628-1315**	**Halima.Turner@noaa.gov**
	Darius Porter	**301-628-1321**	**Darius.Porter@noaa.gov**

ITA, MBDA, NTIA:

	Donald Gooding	**301-628-1335**	**Donald.Gooding@noaa.gov**

ASAP Setup – Final Steps

After the Enrollment process is completed by the Recipient Organization, NOAA is notified by e-mail from ASAP that the process is complete. The following additional steps must be taken within NOAA to complete the ASAP setup:

1. A new ASAP organization profile for the recipient is created in Grants Online by the Grants Online Program Management Office (PMO).

2. A new ASAP vendor record for the recipient is created in NOAA's accounting system (CBS) by NOAA's Finance Office and linked with the award and the new ASAP organization record in Grants Online.

3. The NOAA Grants Management Division approves the ASAP enrollment checklist.

4. The remaining funds get re-obligated to the new ASAP vendor in NOAA's accounting system.

5. The funds get authorized in ASAP on the new account by NOAA's ASAP Authorizer.

6. The funds get certified by NOAA's Finance Office.

NOW the Recipient can draw down their grant award funds from ASAP!!

OTHER Organization Profile Change Requests

Organization Profile Change Request
Organization: Institute for Community Managed Resources (ICMR) (2002469)
Request ID: 2245527

Profile Field	Current Value	Requested Change
Legal Name or DBA	Institute for Community Managed Resources (ICMR)	
Physical Address		
Street Address	123 Main Street	135 Main Street
City	Washington	
State	DC - District of Columbia	
Zip/Postal Code	20000	
Country	USA - United States	
Phone	301-555-1212	
Mailing Address		
Mailing Name	ICMR	
Street Address	123 Main Street	
City	Washington	
State	DC - District of Columbia	
Zip/Postal Code	20000	
Country	USA - United States	
Business Identifiers		
EIN	98-7654321	
DUNS	123456789	
DUNS Plus4		
CAGE / NGAGE		
ASAP ID		Enroll in ASAP >> *(When selecting this option, other changes will be ignored.)*
Applicant Type	M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	

*Justification for Changes
Moved Across Street

Only the data being changed needs to be entered on the left side. Other data fields can be left blank. This request can only be submitted to the Agency by the Authorized Representative.

EIN and DUNS number changes will result in closing out the current grant award(s) and issuing one or more new grant for the remaining funds.